

FINAL PROCEDURES FOR BELMONT COUNCIL ON AGING (C.O.A.) BOARD  
ANNUAL EVALUATION OF C.O.A. EXECUTIVE DIRECTOR; BOARD VOTED  
12/5/11

Background: Mass. General Laws Chapter 40, section 8B states that "The council may appoint such clerks and other employees as it may require." This means the Board of Directors. However, in practice, as opined by the Executive Office of Elder Affairs former legal counsel, the C.O.A. Director and employees hiring/firing and evaluations are done in accordance with Town/City personnel procedures. In Belmont, the evaluation of the C. O.A. Director is done through the Town Administrator/Human Resources Director. Thus, we offer the following as procedures for the Evaluation of the C.O.A. Director:

Goal: To provide the Town Administrator/Human Resources Director with a Narrative by the C.O.A. Board regarding the Director's performance as observed and understood by the Board ending with the Town's fiscal year on June 30th to be used as part of the Town's annual performance review of the C.O.A. Executive Director.

Steps:

1. During April, May or June of each year, the COA Board shall designate an Evaluation Working Group (the C.O.A. Board Chair and three senior members of the C.O.A. Board) to develop a Narrative Evaluation of the Director's Performance during the evaluation period based on the Town's Performance Evaluation For Management Staff or other tool developed by the C.O.A.
2. In a year in which the Town is doing management evaluations, this shall occur prior to the time of the Town Evaluation of the C.O.A. Director;
3. The Evaluation Group shall present its Narrative to the COA Board at a public C.O.A. Board Meeting. The Director may be present at this Board discussion.
4. At this session, the Board shall have the opportunity to provide commentary and input to the Narrative.
5. The Evaluation Working Group shall finalize the Narrative and discuss the Narrative with the Director. In a year in which the Town is doing management evaluations, the Board Chair or Board Designee of the Chair shall submit the Narrative to the Town Administrator/Human Resource Director.
6. In a year in which the Town is doing management evaluations, the Town then would evaluate the C.O.A Executive Director utilizing their procedures and forms and the Narrative input from the C.O.A. Board;
7. In a year in which the Town is doing management evaluations, the Board Chair or Board Designee of the Chair may discuss the Narrative with the Town Evaluating

Employee(s) prior to the in-person Town Evaluation of the Director with the permission of the Director.

8. In such a year, the Board Chair or Board Designee of the Chair may sit in on the in-person Evaluation of the Director by Town Evaluating Employee(s) with the permission of the Director;

9. In such a year, the C.O.A. Chair may receive any Evaluation Results that the Town and the Director wish to release to him/her with written permission of the C.O.A. Director.

10. Each year, as part of the Narrative development, the Board shall, jointly with the C.O.A Director, develop goals and objectives to be used in the Director's coming year's Annual Evaluation.